Fort Campbell
Sustainable Installation Management System
ISO 14001
Controlled Document

Originating Office: DPW Environmental Div.	Review frequency: Annual

Document Title: Procedure for Document Control Document ID: SIMS240		
Document Owner: Trudy Carr	Approval Larry D. Ruggley	Revision Level: 1 Revision Date: 15 Jan 06
SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 1 July 2005

1. PURPOSE:

Documentation is critical in the success of any organization's environmental management system. It allows for consistency and uniformity in the application of procedures for workplace. This procedure provides a standard method for controlling documents that support the operation of the Fort Campbell ISO 14001 Sustainable Installation Management System (SIMS).

2. SCOPE:

This procedure applies to the Fort Campbell Garrison and all Military and non-military tenant activities.

3. DEFINITIONS:

a. Controlled Documents – SIMS documents are information and its supporting medium which can be paper, magnetic, electronic or optical computer disc, photograph or master sample, or a combination thereof.

SIMS controlled documents are arranged in "Tiers" as follows:

Tier	Example
I	Installation Environmental Policy Environmental Aspects Sustainable Installation Management System Manual
II	SIMS Installation level Procedures

III   Process or activity level procedures, work instructions, SOPs and forms

b. EMS Manual - The manual is the central document that describes core elements of the EMS and how they fit together.

c. Environmental Aspect - An element of an organization's activities or products or services that can interact with the environment.

b. Installation environmental policy - A statement of overall intentions and direction of an organization related to its environmental performance as formally ex-pressed by top management.

d. Process or activity level procedures, work instructions, SOPs - A document that describes how to perform or carry out specific tasks associated with a process that has an identified significant environmental aspect.   Work instructions can apply to the entire installation or be limited to a specific Directorate, Tenant or Activity. A work instruction may be called a Standard Operating Procedures (SOP) or a Guidance and Instruction as found in the Environmental Quality Officers Handbook.

e. SIMS Action Officer - An individual designated by the SIMS Director responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).

f. SIMS Director – The Garrison Commander serves as the Director of the ISO 14001 Sustainable Installation Management System (SIMS) program at Fort Campbell and is responsible for all aspects of the SIMS.

g. SIMS Installation Level Procedure - A document that provides specific instructions for performance of an ISO 14001 Standard element.

4. SUPPORTING DOCUMENTS: None

5. PROCEDURES:

a. SIMS Action Officer:

The SIMS Action Officer has direct responsibility for managing Tier I and Tier II documents. A document control register for installation level documents will be maintained by the SIMSAO.

b. Garrison Directors, Tenant/Activity Chiefs/Commanders:

Garrison Directors and Tenant/Activity Chiefs/Commanders will ensure that their organizations practice document control in accordance with this procedure including document control coordination as necessary and maintenance of a SIMS document control register as necessary.

c. Document Design:

Tier I documents have no prescribed format.

Tier II Installation level SIMS procedures shall use the template and title block located in appendix 1 and 2 of this procedure. Tier II SIMS procedures documents will have the following disclaimer at the top of each page: "This is an UNCONTROLLED DOCUMENT printed xx/xx/xx (date) for reference only. The controlled document is on-line on the Fort Campbell Intranet Knowledge Share Site, Category - SIMS."

Tier III work instructions and forms have no prescribed format. They will be identified with a title and show the owner's name, issue or revision date and revision level. A number for a Tier III document or from is optional. The use of the SIMS document control title block at Appendix 1 for Tier III work instructions is also optional. Copies of Tier III documents will be clearly marked as uncontrolled copies of a controlled document.

f. Location of Documents:

SIMS Tier I and Tier II controlled documents are located on the Fort Campbell intranet Knowledge Share web site under category "SIMS".

Tier III Environmental Quality Officers Handbook Guidance and Instructions produced by the DPW Environmental Division are posted on the Fort Campbell internet public web site under "Environmental Division".

Tier III documents owned by directorates/tenants/activities location will be determined by the owning organization.

g. Document Review:

Tier I and Tier II SIMS documents are reviewed within 2 years of last review. Tier III document review periods are established by the document owner.

h. Document Retention:

All current and obsolete versions of documents shall be kept by the owner in accordance with the current Army records management system.

i. Review:

The document control program will be reviewed during annual internal audits and as part of the SIMS management reviews.

Following completion of any review, the program will be revised/updated in order to correct any deficiencies.

6. DOCUMENT REVISION SUMMARY:

Original Document Issue Date: 1 July 2005		
REVISION NUMBER	**DATE OF REVISION**	**REVISION SUMMARY**
1	15 Jan 2006	Comprehensive re-write of procedure

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APPENDIX 1

IDENTIFYING TITLE BLOCK FOR CONTROLLED DOCUMENTS

Fort Campbell
Sustainable Installation Management System
ISO 14001
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Originating Office: (e.g. DPW, DOL)		Review frequency: (e.g. annual)
Document Title: Title/Name of procedure or work instruction Document ID: Per protocol described in Procedure SIMS240		
Document Owner: Name	Approval: Name	Revision Level: Revision Date:
Title	Title	Original Date:

APPENDIX 2

FORMAT FOR PROCEDURES (TIER TWO)

CONTROLLED DOCUMENT TITLE BLOCK
(See Appendix 1, this Procedure)

1. **PURPOSE:**
   a.
      (1)
        (a)

2. **SCOPE:** (State to what extent of operations the procedure applies.)

3. **DEFINITIONS:** (Define unique terms used in the document that are not self-explanatory. Arrange alphabetically.)

4. **SUPPORTING DOCUMENTS:** (List any other documents that are related to this procedure or which may be referenced in this document.)

5. **PROCEDURES:** (List the steps in sequence including those responsible for the actions.)

6. **DOCUMENT REVISION SUMMARY:** (A cumulative summary of revisions made to the document.)